

20 February 1980

MEMORANDUM FOR: Director of Equal Employment Opportunity
Deputy Director of Equal Employment Opportunity

FROM : [REDACTED] STATINTL
Special Assistant to the DDCI

SUBJECT : Uniform Guidelines Implementation Plan

1. Attached are the DDCI decisions on Uniform Guidelines. Note DDCI comments on Recommendation 17. Please take appropriate actions ASAP to implement the DDCI/ExCom decisions. The Director of Personnel Policy, Planning, and Management should be closely involved in implementation.

2. I have sent copies of the decision paper to the ExCom members.



STATINTL

cc: DDCI
D/OPPPM

UNCLASSIFIED INTERNAL
USE ONLY CONFIDENTIAL SECRETApproved For ~~ROUTING~~ ~~1 AND 2~~ RECORDSHEET4R000300050009-0 ~~EXCP~~ File 2.

SUBJECT: (Optional)

FROM:	STATINTL		EXTENSION	NO.
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	DATE
	RECEIVED	FORWARDED		
1. Director of Personnel Policy, Planning, and Management	20 FEB 1980	31 FEB 1980	M	2/20/80
2. <i>DD/PPM</i>				
3. <i>DD/PPM</i>				
4. <i>DD/PPM</i>				
5. <i>DD/PPM</i>				
6. <i>DD/PPM</i>				
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10. <i>DD/PPM</i>				
11. <i>DD/PPM</i>				
12. <i>DD/PPM</i>				
13. <i>DD/PPM</i>				
14. <i>DD/PPM</i>				
15. <i>DD/PPM</i>				

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Harry,

Attached is a copy of DDCI decisions on Uniform Guidelines. I have asked Director, EEO, to work closely with you in implementing these decisions. STATINTL

8 February 1980

MEMORANDUM FOR: Deputy Director of Central Intelligence STATINTL
FROM : [REDACTED]
SUBJECT : Deputy Director, Equal Employment Opportunity
 : Uniform Guidelines Implementation Plan
 : Recommendations for Approval

Forwarded herewith is an approval document for your
signature reflecting Executive Committee concerns on the
Uniform Guidelines Implementation Plan Recommendations as
discussed in 6 February 1980 meeting.

[REDACTED]

STATINTL

Approval, Disapproval or Other Action Concerning
The Uniform Guidelines Implementation Plan Recommendations

Phase I

Recommendation 1

Publish a Headquarters Notice on the initial implementation of the Uniform Guidelines requirements into Agency personnel selection procedures.

Approved ✓ Disapproved

Recommendation 2

A self-identification sheet accompany the PHS provided each prospective employee.

Approved ✓ Disapproved

Recommendation 3

Some concern for the scope of the term "Applicant" as defined by the Task Force was expressed by the Executive Committee. As a result, the DDCI directed the D/EEO, D/PPM and General Counsel to convene to redefine applicant in consideration of these concerns.

Approved ✓ Disapproved

Recommendation 4 (previously 14)

Race and sex data on all applicants received be collected by the Office of Personnel Screening Panel and reviewed by Director of Personnel and Director of Equal Employment Opportunity periodically to detect potential imbalance in the pre-applicant screening process.

Approved ✓ Disapproved

Recommendation 5 (previously 4)

The Office of Personnel collect applicant flow data (i.e., race and sex information) for all clericals.

Approved Disapproved

Recommendation 6 (previously 5)

In the DCI area, the Career Trainee Program and Directorates other than the Directorate of Operations, the Office level components concerned collect applicant flow data for professionals and technicals by specific job category (i.e., occupational grouping, such as Career Trainee, Economist, Electronic Engineer, Security Officer).

Approved Disapproved

Recommendation 7 (previously 6)

In the Operations Directorate, the Career Management Staff (CMS) collect applicant flow data for professionals and technicals other than Career Trainees by Category (e.g., A, B, C, etc.).

Approved Disapproved

Recommendation 8 (previously 7)

No distinction be made between applicants for staff employment and applicants for regularly scheduled contract employment.

Approved Disapproved

Recommendation 9 (previously 8)

Applicant flow data be maintained by components in such a way that reflects: (1) the number of applicants put in process compared to the number of applicants considered and (2) the number of applicants selected for entry-on-duty compared to the number of applicants put in process.

Approved Disapproved

Recommendation 10 (previously 9)

The Office of Personnel collect data by race and sex on all applicants rejected for medical and security reasons.

Approved Disapproved

Recommendation 11 (previously 10)

Race and sex information be collected by the appropriate Career Service or component according to grade and job category for all employees considered for promotion.

Approved Disapproved

Recommendation 12 (previously 17)

A responsible officer in the reviewing component be required to give specific, job-related reasons for non-selection of an applicant.

Approved Disapproved

Recommendation 13 (previously 11)

Data on applicant flow and promotions collected by components be forwarded monthly to the Directorate level for consolidation.

Approved Disapproved

Recommendation 14 (previously 12)

Each Directorate and independent office in the DCI area after consolidating the information, forward one copy of both the consolidated report and component reports quarterly to the Office of EEO for determination of possible adverse impact and one copy of each to the Office of Personnel for monitoring of data.

Approved Disapproved

Recommendation 15 (previously 13)

The MEC function in the Office of Personnel should operate as an adjunct to the OP Screening Panel.

Approved ✓ Disapproved

Recommendation 16 (previously 15)

The Director of Equal Employment Opportunity be responsible for the ~~application of the 80% rule and the~~ determination of adverse impact for the total selection process.

Approved ✓ Disapproved

Recommendation 17 (previously 16)

If adverse impact exists, the Director, EEO appoint a trained EEO Specialist to conduct an evaluation of the total selection process of the job category concerned, and notify the Deputy Director concerned.

Approved Disapproved ✓

Recommendation 18 (previously 19)

Within sixty working days from date of notification, the concerned Deputy Director or Head of Independent Office must eliminate, modify or justify the element causing adverse impact and notify the Director EEO.

Approved ✓ Disapproved

Recommendation 19 (previously 20)

On the advice of the Director EEO, the DDCI make the final decision in adverse impact cases not resolved in sixty days and direct the implementation of that decision.

Approved ✓ Disapproved

Director EEO notify appropriate
DD and make available to him trained
EEO specialist.

PHASE II

Recommendation 20 (previously 21)

The Director of Personnel and the Director of Equal Employment Opportunity be responsible for determining when selection for "transfer" (i.e., assignment, including vacancy notices), demotion and retention in the Agency is an employment decision under the Uniform Guidelines.

Approved Disapproved

Recommendation 21 (previously 22)

The Director of Training and the Director of Equal Employment Opportunity be responsible for determining when selection for "training" in the Agency is an employment decision under the Uniform Guidelines.

Approved Disapproved

Recommendation 22 (previously 23)

The Director of Equal Employment Opportunity, the Director of Personnel and the Chief, Psychological Services Staff be jointly responsible for initiating a program of research into alternative selection procedures and methods.

Approved Disapproved

Recommendation 23 (previously 24)

The Chief, Psychological Services Staff, the Director of Training, and the Director of Personnel be responsible for the formulation of a comprehensive testing policy to be coordinated with the Director of Equal Employment Opportunity and incorporated into the Headquarters Regulations.

Approved Disapproved

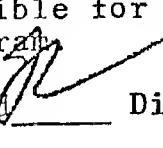
Recommendation 24 (previously 25)

The Director of Personnel be responsible for instituting a time-phased, comprehensive, and systematic program for job analysis within the Agency.

Approved Disapproved

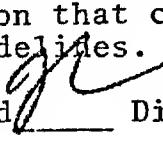
Recommendation 25 (previously 26)

The Directors of Training, Equal Employment Opportunity, and Personnel be jointly responsible for developing a Uniform Guidelines training program.

Approved  Disapproved _____

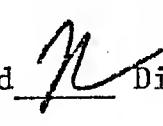
Recommendation 26 (previously 27)

The Director of Personnel be responsible for the submission of an Agency regulation that consolidates Agency policy on the Uniform Guidelines.

Approved  Disapproved _____

Recommendation 27 (previously 28)

The General Counsel be responsible for the drafting in coordination with the Director of Equal Employment Opportunity, Director of Security and other appropriate officials on the Agency's position concerning the inspection by an enforcement agency of Agency records or other information maintained in compliance with the Uniform Guidelines.

Approved  Disapproved _____

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~~EXCOM~~

30 JAN 1980

MEMORANDUM FOR: Executive Committee Members

FROM

: [REDACTED]
SA/DDCI

25X1A

SUBJECT : Agenda for Executive Committee Meeting,
6 February 1980

The Executive Committee will meet on Wednesday, 6 February 1980, at 3:00 P.M. in the DCI's conference room on two topics:

1. Uniform Guidelines. You will be requested to make decisions on the recommendations contained in the task force report on Uniform Guidelines on Employee Selection Procedures. This report was distributed to you previously for comment. A summary of those comments is attached for your information. (U)

[REDACTED]

25X1A

[REDACTED]

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Attachments:
as stated

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ORIGINAL CL BY _____
 DECL REVW ON 30 Jan. 2000
EXT BY ND 6 YRS BY same
REASON D9c.3

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